Information Research for NZCEL Level 4

Learning Outcomes
At the end of the workshop you will understand:

- the information search process
- where and how to search for literature and
- how to select & analyse readings for your research & study.

Learning Hub
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https://www.ais.ac.nz/student-life/library
Contents

Information Search Process ........................................................................................................... 3
Information Search Strategy .......................................................................................................... 3
WHAT to search for? Using keywords to manage search .............................................................. 4
HOW to search? Key principles of database search ..................................................................... 4
  ProQuest Database search example ............................................................................................ 5
WHERE to search? Accessing academic sources online ............................................................ 7
SO WHAT now? Select your readings ........................................................................................... 10
APPLY information, data & readings in your academic work ..................................................... 11
  Paraphrase, summarise and quote .............................................................................................. 11
  Cite & reference your sources in academic writing .................................................................. 11
  Format in-text citations, reference lists and bibliography using APA 7th Referencing Style ....... 11

The Learning Hub team and AIS Librarians are available to support you in your academic journey and provide:

- Research consultations;
- Assistance with in-depth information queries and the identification of key resources;
- Advice on search strategies for finding information;
- Help with citing, referencing and bibliographies;
- Academic literacy and e-skills training workshops and events
- And much more...
Information Search Process

Keywords – understand your research topic

Write & reference

Where to find quality materials

How - search strategy

Search

Select & evaluate

Read

Information Search Strategy
1. What to search for? Use keywords to construct and manage your search;
2. How to search? Apply key principles of online database searching;
3. Where to search? Access academic sources online;
4. What to do with hundreds of relevant results? Evaluate and select your readings;
5. Apply found information, data & readings in your academic work by paraphrasing, summarizing, quoting, citing and referencing using APA 7th referencing style format.
**WHAT to search for? Using keywords to manage search**

**Topic:**

What is globalisation and what are the main benefits and drawbacks (positive and negative impact) faced by developing and developed countries alike?

<table>
<thead>
<tr>
<th>Keyword 1</th>
<th>Keyword 2</th>
<th>Keyword 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>globalisation</td>
<td>impact</td>
<td>country/countries</td>
</tr>
<tr>
<td><strong>Synonyms</strong></td>
<td><strong>Synonyms</strong></td>
<td><strong>Synonyms</strong></td>
</tr>
<tr>
<td>&quot;international cooperation&quot;</td>
<td>&quot;positive impact&quot;</td>
<td>&quot;developing countries&quot;</td>
</tr>
<tr>
<td>&quot;global economy&quot;</td>
<td>&quot;negative impact&quot;</td>
<td>&quot;developed countries&quot;</td>
</tr>
<tr>
<td>integration</td>
<td>effect</td>
<td>nation, states</td>
</tr>
</tbody>
</table>

**HOW to search? Key principles of database searching**

- The more keywords you combine with **AND**, you will retrieve less results but more specific to your topic;
- To further reduce number of results to more current and relevant ones, apply **database limits** (e.g. limit to full-text, peer-reviewed, publication year/date range, subject/topic search or simply add more search terms combined by **AND** to specify your topic);
- **To expand your search** use synonyms combined with **OR**.

**TIP:**

By changing/ replacing your keywords in the search box, you will retrieve different but still relevant set of results of the same topic.
**ProQuest database search example**

**Step 1:** Keyword search (choose Advanced Search interface)

![Advanced Search interface on ProQuest Central](https://example.com/proquest.central.advanced.search)

How many results have you found? What types of materials are they?
You can limit your search (as **we found more than 21,000 results** – who can read them all?) by selecting “Full Text”, “Peer-reviewed”, publication date range and subject/topic they are about.

**Step 2:** Specify search further by selecting a Subject
Step 3: Replace keyword combination to obtain a **different set of results** on the same topic (also use alternative spelling (American vs British) and singular vs plural variations), for example:

Step 4: Add more keywords to your search combined by AND to limit your results further. For example:
WHERE to search? Accessing academic sources online

Search AIS Library Catalogue online to find printed (physical) materials:

1. To access Catalogue online, from AIS Library homepage (https://www.ais.ac.nz/student-life/library) go to Electronic resources available > Library catalogue:

2. Apply the same keyword search principles as in the Library databases:
Apart from searching AIS Library databases (ProQuest, EBSCO, Safari/O’Reilly Tech, WorldBook Online) and AIS Library Catalogue, you can find academic, peer-reviewed and research-based materials from following sources:

**Google Scholar** – open access at [https://scholar.google.com/](https://scholar.google.com/)
DOAJ ([https://doaj.org/](https://doaj.org/))

Directory of open access journals:

![DOAJ](image)

CORE ([https://core.ac.uk/](https://core.ac.uk/))

The world’s largest collection of open access research papers

![CORE](image)
**SO WHAT now?** Select readings from hundreds of relevant results

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Evaluating information - A checklist

**CURRENCY**
- What is the purpose of the information - to inform, teach, sell, entertain, or persuade?
- Do the authors make their intentions clear?
- Is the information fact or opinion?
- Does the point of view appear objective and impartial?
- When was the information published or posted? (If your assignment requires recent material, currency will be important)
- In the case of a website, when was it last updated?

**PURPOSE**
- Where does the information come from?
- Is the site from a government, educational body, commercial organisation or an individual?
- Does the site have links to other reliable sites on the topic?
- Can you verify any of the information in another source or from personal knowledge?
- Are there spelling, grammar, or other typographical errors?

**RELEVANCE**
- Does the information relate to your topic or answer your question?
- Are the important issues covered in enough depth by the source?
- Is the content at an appropriate level? E.g. 'scholarly' for an academic essay or assignment?
- Who is the intended audience?

**ACCURACY**
- Who is the author/publisher/source/spONSOR?
- Are the author’s credentials or organisational affiliations given?
- Is there contact information, such as a publisher or email address?
- In the case of journal articles, is the journal peer-reviewed or refereed? (this indicates that the articles were selected or edited by experts in the subject)
- Does the URL reveal anything about the author or source? examples: .com .edu .gov .org .net

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**APPLY** information, data & readings in your academic work

**Paraphrase, summarise and quote**

In your assignments you will be expected to draw on the writing of experts in your field of study to demonstrate your understanding of key concepts, ideas and debates. The techniques that will assist you to achieve this are: paraphrasing, summarising and quoting combined with correct referencing.

The *Paraphrasing, Summarising & Quoting* online guide from Monash University can help you in your writing and thinking process.

**Cite & reference your sources**

To help you cite and reference readings and sources in your academic writing and study, you can use free web-based referencing software, such as Mendeley (https://www.mendeley.com) and Zotero (https://www.zotero.org/). Learn more about using Microsoft Word from the AIS Moodle *Study Skills* module.

**Format in-text citations, reference lists and bibliography using APA 7th Referencing Style**

To format in-text citations, reference lists and/or bibliographies in your assignments, reports and research outputs, apply APA 7th Referencing Style format (requirement for all students and staff at Auckland Institute of Studies). To help you do that, you can use free APA 7th referencing tools online, such as:

- QuickCite (University of Auckland): https://www.cite.auckland.ac.nz/2.html
- OWL (Massey University): http://owll.massey.ac.nz/referencing/apa-style.php